MICHIGAN LOTTERY

CHARITABLE GAMING DIVISION
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Millionaire Party
DOOR SELLER CONTROL LOG
(maintained by the controller)

Page_____ of Day _____

Controller Name	Event Date
Organization Name	License Number

Seller Name		Start Cash	Seller Initials	Next Available Admission Ticket #		# of Players	Admission Price	Total Admission
				Beginning of Shift	End of Shift		X	=

Value of Chips Issued *	Seller Initials	Cash Collected	Seller Initials	BALANCE SELLER
				1. Final Chips on Hand * _____
				2. Total Cash Collected _____
				3. Total (add lines 1 & 2) _____
				4. Total Value of Chips Issued _____
				5. Start Cash _____
				6. Total Admission _____
				7. Total (add lines 4 - 6) _____
		Final Cash on Hand		8. Discrepancy (if any) (subtract line 7 from line 3) _____ Seller Initials
Total		Total		9. Revenue (subtract line 5 from line 2)
				10. Chips Sold at Door (subtract line 1 from line 4)

Seller Name		Start Cash	Seller Initials	Next Available Admission Ticket #		# of Players	Admission Price	Total Admission
				Beginning of Shift	End of Shift		X	=

Value of Chips Issued *	Seller Initials	Cash Collected	Seller Initials	BALANCE SELLER
				1. Final Chips on Hand * _____
				2. Total Cash Collected _____
				3. Total (add lines 1 & 2) _____
				4. Total Value of Chips Issued _____
				5. Start Cash _____
				6. Total Admission _____
				7. Total (add lines 4 - 6) _____
		Final Cash on Hand		8. Discrepancy (if any) (subtract line 7 from line 3) _____ Seller Initials
Total		Total		9. Revenue (subtract line 5 from line 2)
				10. Chips Sold at Door (subtract line 1 from line 4)

*Post Value of Chips Issued and Final Chips on Hand amounts to the CHIPS OUT WORKSHEET.

COMPLETION: Required.
PENALTY: Failure to complete this form may result in administrative action.

Authority: Act 382 of the Public Acts of 1972, as amended.

BSL-CG-1556(R4/02)

DOOR SELLER CONTROL LOG INSTRUCTIONS

The controller uses this form to monitor chip sales and/or admissions that occur at a stationary sales location.

Have enough copies of this form ready for each day of the event. The event information section at the top of each form should be completed prior to the start of the event.

Prior to the seller's shift,

The controller issues Start Cash to the seller and logs the amount. The seller verifies and initials for that amount.

The controller issues chips to the seller and logs the amount as Value of Chips Issued. The seller verifies and initials for that amount. The controller posts amount to the CHIPS OUT WORKSHEET.

If admission is charged, the controller determines the first admission ticket to be issued and logs the ticket number as Next Available Admission Ticket #. Enter the Admission Price.

During the event,

Whenever more chips are issued to the seller, the controller logs the Value of Chips Issued and has the seller initial for that amount. The controller posts the amount to the CHIPS OUT WORKSHEET.

The seller sells chips to players. As necessary, the controller collects cash from the seller.

As cash is collected from the seller, the controller logs the Cash Collected and has the seller initial for that amount.

At the end of the seller's shift,

The controller collects Final Cash on Hand, logs that amount, and has the seller initial for that amount.

BALANCE SELLER

The controller balances the seller's transactions in the seller's presence.

1. Count and enter the Final Chips on Hand. Post Final Chips on Hand to CHIPS OUT WORKSHEET.

2. Compute the Total Cash Collected amount and forward to line 2.

3. Add lines 1 and 2.

4. Compute the Total Value of Chips Issued and forward to line 4.

5. Enter Start Cash amount.

6. Calculate Total Admission.
    a. Indicate the Next Available Admission Ticket # at the end of the seller's shift.
    b. Subtract the Beginning of Shift number from the End of Shift number for # of Players.
    c. Multiply # of Players by Admission Price for Total Admission and enter amount on line 6.

7. Add lines 4 - 6.

8. Subtract line 7 from line 3 and enter any Discrepancy. Have seller initial for that amount.

9. Subtract line 5 from line 2 and enter Revenue.

10. Subtract line 1 from line 4 and enter Chips Sold at Door.